



CONFERENCE FACT SHEET

MONDAY MANAGEMENT MEETINGS — Each segment of the industry will be assigned a meeting room. Each company will make a 20-minute presentation and then repeat it. The conference coordinator will fax you your assigned times. Your presentations should be geared toward investor attendees. An ideal arrangement would be a 15-minute presentation with time for questions. **Your audience wants to know what makes your company unique and how your company can succeed in your chosen markets.**

TUESDAY PANEL PRESENTATIONS — Each panel consists of four to five speakers and a moderator. Each speaker is allotted approximately three minutes to address the theme of the panel. Company commercials are inappropriate; Monday is their day. The moderator will then direct questions to the panel and take audience questions. Moderators will be working closely with panel members and may ask for outlines of presentations. **Visual aids will not be available on panels.** We prefer to sacrifice prepared speeches in favor of smooth-flowing panel presentations with time for discussion.

Speakers are encouraged to attend all conference activities. **If you are a general-session speaker or panelist, you must meet at the speaker registration desk ten minutes prior to your scheduled speaking time so that you may be escorted onstage.** Your cooperation will be greatly appreciated.

AUDIO-VISUAL EQUIPMENT — All management presenters and keynote speakers **must** fill out the enclosed A/V Request Form, **even if you are not planning to use any A/V.**

A 35mm slide projector with remote, an overhead projector, and a screen will be provided for all companies making management presentations and for general-session speakers upon request.

Arrangements can be made for any additional equipment needed. All management presenters will be required to pay a \$100 coordination fee. All presenters, including keynote speakers, will be responsible for the cost of any equipment above and beyond the standard A/V set-up. **Panel participants will not be able to use any visual aids.**

A/V will be coordinated by Xenon Projection. If you are planning to use another A/V service, Xenon and Technologic must be informed. Any additional equipment (including, but not limited to, computers, monitors, projectors, and VCRs) will be at the management presenter's expense and can be ordered through Xenon Projection (brochure enclosed).

BIOGRAPHY — We need a brief biography, following the format attached, for each speaker. Be sure to include information on current position, prior business experience, and education following the example provided.

COMPANY PROFILES — Each company is asked to prepare a one-page description, following the format attached. Technologic will typeset your company profile for the program book.

SPEAKER PHOTOGRAPH — Please supply one black and white photograph of the speaker (preferably no larger than 5" x 7") with the speaker's name on the back. We will return the photograph upon request. Note: If the quality of the photograph is poor, it will not reproduce well. Please send a clear, sharp print. **Please DO NOT send slides.**

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CONFERENCE REGISTRATION — Enclosed you will find a registration form for attendees, other than the speaker, who wish to register. There is no charge for speakers. However, each additional attendee from your company will be required to pay the registration fee of \$1,295 if they register by July 22nd, and \$1,495 after that date.

Conference speakers may also request one temporary pass, which will provide access for one person to the speaker's presentation **ONLY**. That person will not be granted admission to conference functions other than the designated speaker's presentation. Please call Rob Johnson **PRIOR** to the conference to arrange for a temporary pass.

HOTEL ACCOMMODATIONS (San Francisco Airport Marriott • Burlingame, Calif.) — The speaker registration form asks about hotel reservations. The room rate is \$120 for a single or double room. No deposit is necessary. The hotel will bill you directly, but Technologic will make the reservations if you indicate this on the speaker registration form. Check-in is 3:00 P.M.; check-out is 12:00 noon.

The San Francisco Airport Marriott (415-692-9100) is less than ten minutes from the San Francisco International Airport. The hotel runs a shuttle van every 15 minutes; passengers should wait on the middle island on the baggage level. Also, passengers can use the Marriott courtesy telephones on the baggage level.

COMPANY LITERATURE — On Monday **only**, tables will be set aside for company literature.

Companies are asked to furnish 100 copies each of one item (several pieces might count as one item if packaged in a folder or press kit). **Please do not send more than the amount requested.**

Literature should be shipped directly to the hotel for arrival between September 7 and 9. We cannot guarantee the safe arrival of any shipments. Please be sure to address each box to read:

**Terri Schrader
San Francisco Airport Marriott
1800 Old Bayshore Highway
Burlingame, CA 94010**

"Hold for Technologic Partners – 9/12/94"

Technologic will return undistributed materials via United Parcel Service.

PRESS ATTENDANCE — Several key journalists will attend the conference. The conference is not otherwise open to the press. It is not expected that major stories will develop from the conference proceedings, but members of the press may wish to introduce themselves to you.

TRANSCRIPTS — The conference will be audiotaped and may be videotaped for the exclusive editorial use of Technologic Partners.

INFORMATION — Please telephone Christine Astondoa, Event Coordinator, if you have any questions.

Due to print deadlines, we ask that you return your completed company profile, speaker registration, A/V request forms, biography, and photograph by **FRIDAY, JULY 22**. You may fax completed forms to Technologic at 212-696-9793. Materials received after this deadline may not be included in the conference program book.